UNIVERSITY COLLEGE, OXFORD
Junior Dean

Further Particulars

Applications are invited for three posts of Junior Dean, to be filled from 21 September 2026 (tbc). The posts will be filled for a fixed-term, until end of course, subject to completion of probationary period, ending when each post holder completes their course of study and whilst they are actively engaged on their course of study. There are vacancies for two Junior Deans on the College's main site on the High Street and for one Junior Dean at our newly expanded North Oxford site located between Banbury Road, Woodstock Road and Staverton Road. Candidates are asked to state if they would be willing to accept a position on either site (in which case they may state a preference) or only at one (in which case they should specify which site). The posts are subject to a probationary period of one term.

Junior Deans in University College assist the Dean in enforcing the regulations of the College. The College has three Junior Deans on the main site and two Junior Deans based in the College's North Oxford annex (Stavertonia); they share the duties by mutual arrangement. The Junior Deans report to the Dean.

Duties of the Posts

Junior Deans are required to help to maintain an appropriate environment in the College by upholding college regulations, especially in the evenings, overnight and at weekends.

This will involve the following activities:

i) Be on call to deal with incidents reported by the duty porter (on a rota system agreed with the other Junior Dean[s] at each site) in the evenings and overnight, and all day on Saturdays and Sundays.

ii) Be ready to act on his or her own initiative as appropriate to maintain good order in the college.

iii) Oversee, in cooperation with the bar manager and lodge porters, the smooth running of bops and other approved college entz events.

iv) Assist in monitoring and controlling post-examination behaviour.

v) Liaise with the Dean, the other Junior Deans, the Head Porter and others as necessary to monitor issues that might from time to time affect the maintenance of a considerate and respectful environment in the College.

vi) Liaise with members of the College Welfare Team as appropriate in situations involving the welfare of students, and offer pastoral support to students during times when on duty.

Junior Deans should also be prepared to assist in dealing with emergencies as they arise, and should be sensitive to the needs of students.

Other Duties and Responsibilities

i) Assist, if invited to do so, with the organisation, running and supervision of the College Ball.

ii) Undertake suitable first aid training (at the College's expense) and participate in relevant training courses (e.g. the pre-term training course for Junior Deans run by the University's Counselling Service; active listening skills training and harassment awareness training, if available).

iii) Any other duties which the Dean may reasonably request from time to time.

Hours of Work

Junior Deans will be expected to reside in College during term time, normally from Weeks 0 to 9 inclusive, except that in Trinity Term they must remain available until the end of Final examinations. When 'on call' the Junior Deans must generally be available from 6 p.m. during the week, and day and night at weekends.

Applicants should note that, in addition to the scheduled hours of rota duty, fulfilling the responsibilities in dealing with incidents is likely to involve some unscheduled periods of temporarily time-consuming work at short notice. The time worked, however, will not exceed the 20-hour per week limit set for holders of Tier 4 visas, so applications are welcome from overseas students.

Person Profile

Applicants must be in good academic standing; have excellent inter-personal skills, and must be able to demonstrate high standards of personal and professional integrity, and good organisational skills and tact. It is essential that the Junior Deans should enjoy the respect of their peers, and be able to command both trust and authority. **The successful applicants will be in receipt of funding and have completed at least one year of graduate study, including completion of their Transfer of Status.**

The Junior Deans should be as active as possible in College, getting to know and mixing with the undergraduates, graduates, Fellows, the Head Porter and his colleagues, and facilitating good information flow.

Stipend and other Emoluments

A stipend of £2,769 per annum, rising to £3,096 in the second year. Single accommodation on a College site is provided free of charge. Lunch and dinner in college will be free of charge (excluding wine and guest meals) when the kitchens are open. The Junior Deans are members of the Weir (graduate) Common Room and may join the SCR for lunch and dinner except when there is an SCR meeting.

Junior Deanships are fixed-term appointments until end of course, subject to completion of probationary period, while holders are in good academic standing and still actively engaged in their current graduate programme of studies (except that, where appropriate and permissible, the term of appointment may be extended beyond the viva by a few months) or hold a postdoctoral appointment that will continue for any such period of extension.

Application procedure

Applications, comprising a letter of application, a full CV and the names of two referees, should be submitted by **noon on Friday 17 April 2026**.

The letter of application should address those aspects of past experience that indicate the particular suitability for a Junior Deanship.

Applications should be addressed to the Dean (Professor Ine Jacobs) and sent by email to hr.admin@univ.ox.ac.uk or by post to the HR Team, University College, Oxford, OX1 4BH.

Interviews are expected to take place in person on **Friday 1 May 2026**.

Applicants should arrange for their referees to email references to hr.admin@univ.ox.ac.uk by the closing date (**noon on Friday 17 April 2026**); one referee should be the academic supervisor or other person responsible for the applicant's academic work. *Both referees should be asked to address the particular requirements of the post and applicants are advised to provide a copy of these Further Particulars to their referees.*

Candidates invited for interview will be required to demonstrate their "right to work in the UK" as defined by visa regulations.

The College is an equal opportunities employer and applicants are therefore asked to complete the confidential and anonymous recruitment monitoring form. Forms should be returned to hr.admin@univ.ox.ac.uk.